



## **CITY OF LONG BEACH CLASSIFICATION SPECIFICATION**

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**TITLE: AQUATICS SUPERVISOR I - IV**

**DEFINITION:** Under direction, supervises the operations of major aquatic facility and comprehensive program within the Sports and Aquatics Division of the Recreation and Human Services Department.

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I - Supervises activities and programs at a medium-size aquatics facility.

Grade Level II - Responsible for general supervision of two or more major aquatics facilities.

Grade Level III - Supervises and administers a major unit of the Aquatics Section and assists the section head.

Grade Level IV - Heads the Aquatics Section.

**EXAMPLES OF DUTIES:**

- Prepares and manages a designated portion of the Aquatics Section budget;
- Selects, trains, evaluates, and supervises subordinate personnel;
- Supervises the collection and accounting of daily cash receipts;
- Records swimming pool chemical balances and water temperature and monitors equipment maintenance;
- Maintains a current Lifeguard/Instructor Manual;
- Develops, implements and administers policies, procedures, fees and schedules for aquatic activities, services and facilities;
- Prepares and presents oral and written reports;
- Organizes and serves on aquatic advisory councils or committees;
- Responsible for the inventory of materials and supplies;
- Coordinates Aquatic Section activities and facilities with other Recreation and Human Services Department sections, City Departments and outside organizations;
- Ensures that assigned facilities are in compliance with government, health, safety and occupational standards;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

- A Bachelor's degree from an accredited college or university with major course work in recreation, physical education or related field, one year of experience supervising the operation of a major aquatic facility and comprehensive aquatic program;
- The skill to deal with the public effectively; the skill to effectively communicate orally and in writing;
- Current certification in water safety, first aid (standard or higher) and cardio-pulmonary resuscitation;
- A valid California driver's license.
- Equivalent work experience may be substituted for the required education on a year-for-year basis.

AQUATICS SUPERVISOR I-IV (continued)

**HISTORY:**

Approval/Adoption Dates: 06/10/81 - Human Resources Department